

**Minutes**

**Board of Ethics  
City of Memphis**

**VIRTUAL  
Meeting of April 7, 2021**

BOARD OF ETHICS

**Please join my meeting from your computer, tablet or smartphone.**

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United States: [+1 \(312\) 757-3121](tel:+13127573121)

**Access Code:** 816-500-661

**The meeting was formally called to order at 3:06 p.m. (delayed by technical issues)**

**ROLL CALL**

**The following Chairman, Board Members, Chief Ethics Officer and member(s) of the public were present at the meeting:**

|                            |               |
|----------------------------|---------------|
| Latonya Sue Burrow         | Cindy Newman  |
| Craig Cardwell             | Blanch Thomas |
| Bob Dawkins                | Edward Vaughn |
| Chairman Karen R. Williams |               |

***MOTION TO APPROVE MINUTES FROM MARCH 3, 2021:***

|                  |                       |
|------------------|-----------------------|
| <b>MADE:</b>     | <b>Bob Dawkins</b>    |
| <b>SECONDED:</b> | <b>Craig Cardwell</b> |
| <b>PASSED:</b>   | <b>Unanimously</b>    |

**ITEMS FOR DISCUSSION**

**\*UPDATE ON BOARD MEMBER VACANCY**

**There has been no response to the letter that Chairman Williams sent, requesting Mayor Strickland to appoint replacement Board Member(s) pursuant to Section 2-10-10(A)(2) of the Code of Ethics for City Officials.**

**\*UPDATE ON ETHICS ACTIVITY**

**The Chief Ethics Officer had e-mailed the information to Board Members for their review, before the meeting. The Board reviewed the updates.**

**REPORT ON ETHICS COMPLAINTS/INQUIR(IES)**

CEO Burrow reported that she received inquiries regarding Online Ethics Training and Compliance, and responded by providing the necessary information. Burrow’s practice has been to respond to Inquiries usually within 24 hours.

CEO Burrow reported that there have been no new Formal Ethics Complaints or Requests for Ethics Opinion since last report.

**ETHICS TRAINING UPDATE**

CEO Burrow advised that since last report, per the Employee Development Analyst, thirty-five (35) City Officers and Employees attended the Virtual Onboarding Sessions (in which Burrow presented Ethics Training).

**INFORMATION AND ANNOUNCEMENTS**

**\*NEW BUSINESS**

\*CEO Burrow inquired of the Board if proof of Ethics Training could be shown by the quiz-generated certificate and signed Policy Acknowledgment form. The Board agreed that both forms of proof were acceptable.

\*CEO Burrow advised that she has the Financial Disclosure forms available for Board review. The Board of Ethics directed Burrow to scan the documents for safekeeping, and bring them to the next meeting.

\*CEO Burrow advised the Board that there are no new developments regarding Conference Room reservations since last report.

\*The next Board of Ethics meeting will be virtual at 3:00 p.m., unless there are changes to official procedures, health directives or other policies.

**ADJOURNMENT**

***MOTION TO ADJOURN:***

|                  |                      |
|------------------|----------------------|
| <b>MADE:</b>     | <b>Blanch Thomas</b> |
| <b>SECONDED:</b> | <b>Bob Dawkins</b>   |
| <b>PASSED:</b>   | <b>Unanimously</b>   |

The meeting was adjourned at 3:32 p.m.

**Latonya Sue Burrow**  
Signature of Secretary

**7 July 2021**  
Date